PUNJAB BIOTECHNOLOGY INCUBATOR
(Department of Science, Technology & Environment, Punjab)
C-134, Industrial Focal Point, Phase-VIII, SAS Nagar (Mohali), Punjab
E-mail : rectt.pbti@gmail.com, Website : www.pbtilabs.com

Advt. No. PBTI/2021/Con/2

Recruitment Notice

Punjab Biotechnology Incubator (PBTI) invites applications for the post of Office Assistant - PMC/PMA Cell, purely on contractual basis for a period of 2 years extendable as per requirement.

Sr. No.	Name of Post	Consolidated emoluments	Eligibility criteria
1	Office Assistant - One	Rs.30000/- Per month fixed	**Essential:** Graduate with 50 % marks and having minimum 5 years office experience with knowledge of computer and having typing speed of 30 w.p.m. in English. **Desirable:** Science Graduate with experience in scientific/ technical institutions. **Age :** 37 years or below

Candidates having requisite qualifications and experience may submit application in the prescribed format **PROFORMA-I** which is available on the website of PBTI i.e. www.pbtilabs.com along with the demand draft (Non-refundable) of Rs. 500/- (for each post) in favour of "Punjab Biotechnology Incubator" payable at Mohali/ or transferred through NEFT as per details given below, **on or before 30.04.2021**:

        Punjab Biotechnology Incubator
        Account no. 520101245107793
        Union Bank of India, Mohali Urban Estate Branch
        SAS Nagar -160062
        IFSC: UBIN0905658

No fee will be payable by Schedule Caste (SC)/ Schedule Tribes (ST) candidates. In–service candidates shall apply through proper channel or submit NOC at the time of Interview. **After sending the hard copy, the candidates are also required to send a soft copy in M.S. Word format of the PROFORMA-II through e-mail on PBTI's e-mail address i.e. rectt.pbti@gmail.com**. Incomplete or without fee applications will not be considered.

c) The Appointing Authority reserves the right to reject any or all applications without assigning any reason.

Admn.cum Fin. & Accounts Officer